

O&M

27 June 1984



MEMORANDUM FOR: Chief, Information and Management Support Staff, OL

FROM:

STAT

Assistant Executive Officer, OL

SUBJECT: Employee Briefings

REFERENCE: A. Memo to Multiple Addressees from C/IMSS, dated 12 June 1984; Subject: Briefings, Displays and Publications for Employees (OL 447-84)

B. Routing sheet to Multiple Addressees from DDA, dated 6 June 1984; Subject: Briefings, Displays and Publications for Employees. (DDA 1651-84)

1. The following activities are sponsored by the Office of the Director of Logistics:

a. D/L Staff Notes - Weekly items of interest to OL careerists to keep them informed of office activities and concerns. Notes taken from D/L Staff Meeting.

- Notes are existing.
- Audience: All OL careerists
- Frequency: Weekly
- Last Date Conducted: 22 June 1984

b. Item of Interest for D/L Staff Notes - Prepared on rotation by OL divisions and staffs to provide in-depth information on a current initiative underway in the staff or division.

- Item of Interest is existing.
- Audience: All OL careerists
- Frequency: Weekly
- Last Date Conducted: 22 June 1984

c. Rap Sessions - Held by the D/L, DD/L and EO, with approximately rotating careerists in attendance to discuss their concerns.

- Rap Sessions are existing.
- Audience: All employees participate at one time or another.
- Frequency: Quarterly
- Last Date Conducted: 2 July 1984

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OL 0095-84

d. D/L Quarterly - Four or five twenty-minute briefings on new OL initiatives. Topics change each session.

- Quarterly is existing.
- Audience: ☐ different careerists each session. Primarily intended for external OL careerists.
- Frequency: Quarterly
- Last Date Conducted: 11 April 1984

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e. OL Conference - Two-day conference with internal and external speakers with topics of interest to all OL careerists.

- Conference is existing.
- Audience: ☐ careerists
- Frequency: Yearly
- Last Date Conducted: 14/15 May 1984.

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f. D/L Staff Meeting - Briefing on weekly events.

- Meeting is existing.
- Audience: D/L, DD/L, EO, AEO, all division/staff chiefs, C/B&FB, C/OL-OC/IMC, C/OGC/L&PLD, recipients of awards and their chief as given.
- Frequency: Weekly
- Last Date Conducted: 22 June 1984

g. Yearly visit to each outlying OL component by D/L, DD/L or EO.

- Yearly visit is existing.
- Audience: Various logistics components in Headquarters and overseas
- Frequency: Weekly
- Last Date Conducted: 28 June 1984

h. Branch Staff Meetings - Attended by D/L, DD/L or EO to discuss concerns.

- Meetings are existing.
- Audience: Branch employees
- Frequency: Bimonthly
- Last Date Conducted: 18 May 1984

i. Telepouches to Overseas Facilities - To update on OL news.

- Telepouches are planned.
- Audience: OL careerists overseas
- Frequency: As events occur
- Last Date Conducted: Will be issued July 1984

j. Open Door Policy - The D/L, DD/L or EO are personally available to discuss concerns with any employee and often reiterates his open door policy.

- Open Door Policy is existing.
- Audience: All OL careerists
- Frequency: Continuing
- Last Date Conducted: 26 June 1984

k. OL Secretarial Conference - Internal and external speakers with particular emphasis on secretarial concerns.

- Conference is existing.
- Audience: careerists
- Frequency: Yearly
- Last Date Conducted: 30 April-1 May 1984.

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l. OL Planning Conference - OL management reviews and prepares office initiatives and existing programs.

- Conference is existing.
- Audience: O-D/L and division/staff chiefs
- Frequency: Yearly
- Last Date Conducted: 5-6 October 1983

m. Biweekly Meetings - To keep O-D/L informed of division/staff activities.

- Meetings are existing.
- Audience: O-D/L and alternating division/staff chiefs
- Frequency: Biweekly
- Last Date Conducted: 26 June 1984

n. D/L Walk-Abouts - D/L walks to individual offices and talks to employees at their workstations.

- Walk-Abouts are existing.
- Audience: OL careerists
- Frequency: Biweekly
- Last Date Conducted: 5 June 1984

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2. Any further questions may be addressed to
extension

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1 - AEO/OL Chrono

AEO/OL, (28 June 1984)

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